

We claim:

1. A method for managing the activities of a teleconference meeting comprising the steps of:
  - notifying potential participants of a teleconference meeting;
  - 5 creating a profile of potential teleconference meeting participants;
  - initiating a connection attempt with each participant at the host and establishing a connection with each participant prior to the beginning of the teleconference meeting;
  - monitoring the activities occurring during the teleconference meeting; and
  - generating a report of the activities that occurred during the telephone meeting at
  - 10 the end of the meeting.
2. The method as described in claim 1 wherein said participant profile creation step further comprises:
  - gathering information about the alternative means for contacting the participant;
  - 15 and placing this information in a storage location for access as needed by the host of the teleconference meeting.
3. The method as described in claim 1 further comprising after said participant notifying step, the step of determining which participants have confirmed availability for
- 20 the meeting.
4. The method as described in claim 2 wherein the telephone meeting information comprises the time of the meeting, the date of the meeting and the number of participants attending the meeting.
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5. The method as described in claim 2 wherein said information gather step further comprising sending each confirming participant a request for alternative contact information.
- 30 6. The method as described in claim 5 wherein said contact information includes a priority list of alternative contact means of the participant.

7. The method as described in claim 1 further comprising the step of building a list of confirmed participants.
- 5 8. The method as described in claim 7 further comprising after said list building step, the step of monitoring the confirmed participant list for changes to the gathered alternative contact information of the participant or the participant's availability for the meeting.
- 10 9. The method as described in claim 1 further comprising after said call initiating step, the steps of:
- determining whether a successful connection was established with a participant during the call attempt; and
- initiating a call attempt to alternative contact device for that participant when the
- 15 previous call attempt to establish a connection was unsuccessful.
10. The method as described in claim 1 further comprising after said call initiating step, the steps of:
- determining whether a successful connection was established with a participant
- 20 during the initial call attempt;
- authenticating the participant identification when the connection attempt was successful;
- capturing acknowledgements from connected participants; and
- playing back the captured acknowledgements at the start of the meeting.
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11. The method as described in claim 1 further comprising simultaneously with said monitoring step, the step of recording the activities of the meeting.

12. A computer program product in a computer readable medium for use in managing the activities of a teleconference meeting comprising:

instructions for notifying potential participants of a teleconference meeting;

instructions for creating a profile of potential teleconference meeting participants;

5 instructions for initiating a connection attempt with each participant at the host and establishing a connection with each participant prior to the beginning of the teleconference meeting;

instructions for monitoring the activities occurring during the teleconference meeting; and

10 instructions for generating a report of the activities that occurred during the telephone meeting at the end of the meeting.

13. The computer program product as described in claim 12 wherein said participant profile creation instructions further comprise:

15 instructions for gathering information about the alternative means for contacting the participant; and placing this information in a storage location for access as needed by the host of the teleconference meeting.

14. The computer program product as described in claim 12 further comprising after  
20 said participant notifying instructions, instructions for determining which participants have confirmed availability for the meeting.

15. The computer program product as described in claim 13 wherein said information  
25 gather instructions further comprise instructions for sending each confirming participant a request for alternative contact information.

16. The computer program product as described in claim 12 further comprising instructions for building a list of confirmed participants.

17. The computer program product as described in claim 16 further comprising after said list building instructions, instructions for monitoring the confirmed participant list for changes to the gathered alternative contact information of the participant or the participant's availability for the meeting.

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18. The computer program product as described in claim 12 further comprising after said call initiating instructions:

instructions for determining whether a successful connection was established with a participant during the call attempt; and

10 instructions for initiating a call attempt to alternative contact device for that participant when the previous call attempt to establish a connection was unsuccessful.

19. The computer program product as described in claim 12 further comprising after said call initiating instructions:

15 instructions for determining whether a successful connection was established with a participant during the initial call attempt;

instructions for authenticating the participant identification when the connection attempt was successful;

instructions for capturing acknowledgements from connected participants; and

20 instructions for playing back the captured acknowledgements at the start of the meeting.

20. The computer program product as described in claim 12 further comprising simultaneously with said monitoring instructions, instructions for recording the activities  
25 of the meeting.